



USAID | GUATEMALA

DEL PUEBLO DE LOS ESTADOS
UNIDOS DE AMÉRICA

SOLICITATION NUMBER: 72052021R10011
ISSUANCE DATE: 05/27/2021
CLOSING DATE/TIME: 06/10/2021

SUBJECT: Solicitation for a **Cooperating Country National or Third Country National Personal Service Contractor (CCNPSC) – (Local Compensation Plan)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in Attachment 1.

Sincerely,

Ms. Kion C. Turner
Deputy Executive Office



I. GENERAL INFORMATION

1. SOLICITATION No.:
72052021R10011

2. ISSUANCE DATE:
05/27/2021

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:
06/10/2021 *before and/or at 03:00 p.m. local time.*

4. POINT OF CONTACT:
Lilian Monterroso, e-mail at lmonterroso@usaid.gov

5. POSITION TITLE:
USAID Human Resources Assistant FSN-0305

6. MARKET VALUE:
Q.186,758.00 – Q.289,472.00 equivalent to CCN-08. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of *USAID/Guatemala*. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE:
Five (5) years. The services provided under this contract are expected to be of continuing nature that will be executed by USAID through series of sequential contracts, subject to the availability of funds. Candidate must be able to begin working within a reasonable period (04 weeks) after receipt of agency authorization and/or clearances/certifications or their candidacy may end.

8. PLACE OF PERFORMANCE:
USAID Guatemala, Km 6.5 Final Boulevard Los Próceres, Santa Catarina Pinula with possible travel as stated in the Statement of Duties.

9. ELEGIBLE OFFERORS: CCN or TCN.
Cooperating country national (CCN) means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country. Third country national (TCN) means an individual who is neither a cooperating country national nor a U.S. national, but is a citizen or lawful permanent resident (or equivalent immigration status) of any country other than the countries which are prohibited sources. (See 22 CFR 228.15). Note PSC preferences in ADS 309.3.1.4.

10. SECURITY LEVEL REQUIRED:

Regional Security Office certification.

11. STATEMENT OF DUTIES**1. *General Statement of Purpose of the Contract.***

The HR Assistant is responsible for providing assistance in the management of the personnel functions, such as recruitment and selection process for Cooperating Country National (CCN) staff, preparation of Personal Services Contracts (PSC), administration of Language Programs for all Mission employees, preparation and processing of Merit Based Compensations (MBC) rewards, compensation benefits (Health and Life Insurance), Health & Life Insurance Program (HAC) administration of personnel data in Mission's assigned applications (Overseas Personnel System (OPS), the Agency Secure Image and Storage Tracking (ASIST), and management of all official CCNPSC Human Resources files amongst others.

2. *Statement of Duties to be Performed***CCNPSC and HR Support (50%):**

- Manages recruitment processes for the mission from start to finish under the supervision of the HR Specialist, from advertisement, screening, overseeing testing and interviews, providing guidance to Technical Panels, to finalization of candidate selection memo and associated documentation. Tracks ongoing recruitment efforts for the HR Specialist and Supervisory EXO.
- Establishes service standards for mission-wide dissemination related to the processes he/she administers (recruitment; administrative services to all staff; OPS; ASIST); ensures service standards are met.
- Prepares new contracts and contract modifications and budget estimates for CCN/PSC employees; obtains all of the necessary funding support documents, clearances and signatures for proper distribution.
- Administers the Mission's the Overseas Personnel Services (OPS) system as well as the Agency Secure Image and Storage Tracking (ASIST) for CCNPSCs related files. Maintains the data for all CCNPSC employees (up to date on a monthly basis and prepares the yearly reports for the Annual Attestation, for the annual Capital Security Cost Sharing (CSCS) bill; assures these are distributed accordingly to those who have the need to know. Serves as HR Initiator in OPS to adequately prepare personnel actions and to make sure the information on system updates or requirements are properly disseminated among other OPS users.

- Prepares and processes End of Year Calculations/Reward for Merit Based Compensation (MBC) rewards at the end of the rating cycle. This includes but is not limited to, gathering data and performing calculations of MBC rewards; preparing spreadsheets and securing pool supervisor approval of MBC reward recommendations; reviewing spreadsheets with pool supervisors providing explanations on how calculations were done; coordinating all required actions and steps with the Global Financial Service Center (GFSC) for payment of rewards to employees; reviewing each step to ensure process integrity and veracity of all MBC Rewards; preparing notification letters at the end of year to staff about their reward. Prepare statistics for the Front Office and Office Directors and maintain the historic data on MBC rewards for CCNPSCs.
- Prepares and processes all type of reports related to CCNPSC such as: Security and Medical Certification dates, EOD and DOB, Training, Awards, LEO, dependents, etc.
- Act as the Alternate Mission Point of Contact (PoC) for the mission's Regional Human Resources Service Unit (HRSU). As such, when requested, acts as an advisor to mission staff on position description writing, position management, and general classification concerns, as well as conduct job analysis reviews and interviews as necessary prior to submitting classification requests packages to the mission's HRSU.
- During the Award Season, prepare all certificates and/or personnel actions, request signatures, make necessary copies, frame if needed, request LEO pins, drafts list of recipients for the Embassy and inputs all information into the electronic database.

ADMINISTRATIVE SUPPORT (50%)

- Acts as liaison with the Embassy's Regional Security Office (RSO) and prepares all the necessary documentation when security background investigations for new employees, interns and temporary employees, and for any other personnel-related request. Keep all re-certifications in file and provide information to employees if needed on renewal of Embassy ID Cards.
- Acts as the CCNPSC Human Resources File Management custodian. As such, the incumbent will be responsible for: Maintaining and safeguarding the official contract and personnel files for all CCNPSC staff assuring that all documents are handled appropriately and in a timely manner according to the Records Management and Disposition Regulations including the closeout process. Keeping electronic files for all CCNPSCs to mirror the official contract and personnel files.
- Prepares petty cash requests for all pre-employment and annual validation of Medical Certification for all CCNPSC employees. Enroll all CCNPSCs into the Health and Accidents Medical Coverage (HAC) when on official travel and keep an electronic file on the enrollments.

- Responsible for the weekly scheduling and appointments for arrangement of claims, preparation of correspondence, letters and reports to the Health & Life Insurance Companies; notifies the Insurance Companies on matters such as: adding new employees, discount separated employees and salary changes for both the Retirement and Health and Life Insurance policies.
 - Prepares, updates and publishes organizational charts to the intranet site. Responsible for keeping the CCN area of the intranet up to date with the latest forms and guidance for easy access of all staff.
 - Obtains reimbursement checks for FSN employees in the established period of time for the health Insurance, coordinates home delivery if needed, and follow-up on the reimbursement of the employee's contributions for the Retirement Plan when the working relation with USAID has terminated.
 - Prepares earning statements (salary certifications) and all other memorandums or notifications of mission-wide dissemination for all Mission employees. Also, prepares welcome packets for new arrivals and newly hired personnel as well as checkout forms for departing personnel (retirement, resignation or termination of contract).
 - Serves as the alternate timekeeper in the absence of the titular to support staff in the WebTA system for CCNPSCs.
 - Training Management (10%):
 - Incumbent manages the Spanish Language program for US Direct Hire (USDH) and US Personal Services Contract (USPSC) staff, and the English Language Program for CCNs. This activity includes but is not limited to: Prepare and submit to procurement agent the contract modification requests to update participant's lists and detailed budgets to obligate funds, notify all Mission's staff (Local and American) when enrolling process is open, receive and process enrolling requests, providing guidelines and support to all participating employees, reviews and validates the participant's attendance reports prior invoice is issued by the vendor, participates in the language instructors' selection along with the vendor representatives when needed, elaborates memorandums to the file to keep record of agreements, reports or any incident throughout the fiscal year, serves as Technical Evaluation Committee member when the service needs to be competed, serves as the point of contact for the vendor and notifies the vendor of any event that might cause interruption of services.
 - Serves as the Alternate Training Committee secretary in the absence of the titular. This involves taking notes during training meetings.
3. **SUPERVISORY RELATIONSHIP.** Under the direct supervision of the Human Resources Specialist FSN-11.
 4. **SUPERVISORY CONTROLS.** Supervision of other staff is not contemplated.
 5. **PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. **Education:** Two years of University or technical studies in Business Administration or Human Resources Administration field is required.
2. **Prior Work Experience:** A minimum of three years of progressively responsible experience in the Human Resources or Business Administration area is required.
3. **Language Proficiency:** Level IV Spanish and English ability (good working knowledge of both written and spoken English) is required.

III. EVALUATION AND SELECTION FACTORS AND CRITERIA

To be considered for this position, offerors must meet the minimum qualifications noted above. In a **supplemental narrative** included with the offer package, offerors must address each minimum qualification above as it relates to their ability to meet the position's major duties and responsibilities. Offerors should describe specifically and accurately experience, training, education and/or awards they have received that are relevant to each minimum qualification.

The following evaluation factors for screening minimally qualified applicants are established. The Technical Evaluation Committee will establish the competitive range/cut-off points per the evaluation factors listed below:

1. 5% Education
2. 20% Experience
3. 20% Skills and Abilities
3. 15% Technical Test
4. 40% Interview

Applicants are encouraged to provide a narrative for each selection criteria listed above in the form of a cover letter. This information will be used for evaluating and scoring each minimally qualified applicant. **The TEC will conduct interviews with all offerors in the competitive range and provide the final rating and ranking of the offerors based on the interview, a written exercise, and/or case study exercise, and the CO must consider findings from the reference checks as part of the hiring determination.**

Be sure to include your name and the solicitation number at the top of each page.

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the

competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

USAID Policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN). Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.

IV. **SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit the offer including the documents detailed below:
 - a. Form DS-174 Application for U.S. Federal employment. (Find it [HERE](#))*
 - b. Cover letter.
 - c. Resume written in English.
 - d. Salary History
 - e. Copy of Personal Identification Document.
2. Offerors may request clarifications regarding their application package to the Point of Contact in **Section I, item 4** prior closing date. Offers must be received by the closing date and time specified in **Section I, item 3**.
3. Offerors submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. Copies of credential documents (i.e., degree, training certificates, etc.)
5. Application must be submitted ONLY via email to lmonterroso@usaid.gov and the email subject must say: **SOL72052021R10011**.
6. Please submit the application **only once**.
7. Late and incomplete applications will not be considered; the application must be submitted before or on the date of filing at 03:00 p.m. local time.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Security Eligibility/Facility access
2. Medical Clearances or Statements
3. Other required documents, in coordination with relevant M/Bureau offices regarding contractor workspace, use of government furnished equipment, and remote access as applicable.
4. Financial Disclosure, as appropriate

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. **BENEFITS:**
Group life insurance, medical coverage, retirement plan, annual leave and sick leave, Bonus 14, Christmas Bonus.
2. **ALLOWANCES:**
Miscellaneous benefit allowance.

VII. TAXES

The employees are responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN and TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available (AAPD 06-08 and 03-11) at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

EQUAL EMPLOYMENT OPPORTUNITY:

The U.S. Mission in Guatemala provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Guatemala also strives to achieve equal employment opportunity in all personnel operations.

The EEO complaint procedure is available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

*** **END OF SOLICITATION** ***